

Amount Received from Petty Cash Fund: _____

Amount Returned to Petty Cash Fund: _____

Amount to Expense: _____

Note: Amount cannot exceed \$50.00 without approval of the Director of Accounting

Description of Petty Cash Items:

Coding of Expenses:	INDEX	ACCOUNT	FUND	ORG	PROG	AMOUNT

Employee/Recipient Signature: _____ Date: _____

Department Head/Approval: _____ Date: _____

Cashier Signature: _____ Date: _____